



NORTH CAROLINA REAL ESTATE COMMISSION

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www.ncrec.gov

FOR COMMISSION USE

DATE _____

I.S. _____

REQUEST TO PLACE LICENSE
ON INACTIVE STATUS

(To be completed by Licensee)*

Your Name: _____
(Please Print or Type)

Your License No: _____

Effective Date of Change: _____
(Immediately or no more than 10 calendar days from date signed)

Your signature below certifies that you are directing the Commission to place your license on *Inactive Status*. Please Note: While on Inactive Status, your address of record will be your residence address and you are still required to notify the Commission within 10 days of any change in that address.

License Renewal: A license on Inactive Status must still be timely renewed in order to avoid license expiration.

Brokers-in-Charge: If you are a Broker-in-Charge, placing your license on Inactive Status will terminate your *Broker-in-Charge Eligibility*. To regain eligibility, please contact the Commission's Information Services Section to determine the proper procedures for your particular record.

Provisional Brokers: Provisional Brokers on Inactive Status must still satisfy the 90-hour postlicensing requirement by the third anniversary of their initial licensure to avoid cancellation of their license. Inactive licensure does not delay the date of cancellation or postlicensing requirement.

Continuing Education: As an Inactive Licensee you are not required to satisfy the eight (8) hours of continuing education for each license period; however, you may continue to take continuing education annually or you may wait until you reactivate your license.

To reactivate an Inactive License, the continuing education and postlicensing (if applicable) deficiency requirements must be completed **prior** to activation and a properly completed Activation Form (REC 2.08) must be received by the Commission.

Your Name

Your Signature

Date

Your Phone Number

*This form is intended to be used by a Licensee requesting Inactivation of his or her license. Brokers-in-Charge requesting removal of an agent must use REC Form 2.13, Request to Remove Licensee From Broker Supervision.

Please allow 5-7 business days for your request to be processed. You and the affected licensee(s) will receive a Notice of License Record Change acknowledging the requested change. If you do not receive a Notice within 30 days, please contact the Commission's Information Services Section.